

CONTRACTOR COMPETENCY REQUIREMENTS

Competency Card Information:

Each contractor desiring to contract work within Santa Rosa County must obtain and maintain an active competency card from the Santa Rosa County Building Inspection Department.

The information provided below is to assist those desiring to hold a Competency Card with Santa Rosa County, which is a contractor requirement, governed by local ordinance 98-13.

Block and Associates Exam Information:

Any person shall be entitled to take the Block and Associate examination for the purpose of determining whether he or she is qualified to engage in contracting in Santa Rosa County.

1. Make application with the Santa Rosa County Competency Board Secretary, located at the Santa Rosa County Building Inspection Department, 6051 Old Bagdad Hwy., Room 202, Milton, FL 32583. A \$25 processing fee is required*.
2. A quarterly exam is given locally in Pensacola in February, April, August, and November. Information regarding the local test dates and the test dates of other locations in the area may be obtained by the Competency Board Secretary @ (850) 623-0166.
 - a. A \$50 fee is required to Block and Associates by certified check, cashiers check, money order, or may be paid by credit card (Master Card or Visa)*.
 - b. All exam applications must be received by Block and Associates on or before the scheduled cutoff date, which is approximately 15 days before the examination.
3. Special exams are scheduled by appointment only with the testing facility and are tested only at Gainesville, FL, for a fee of \$125*.

4. A passing score for the Santa Rosa County Competency Board is 75% or greater*.

Contractors Reciprocating License From Another County

1. A letter of reciprocity will be accepted for those contractors who received a passing score of 75% or greater on the Block and Associates Examination* and must hold a valid current certificate in such county or city.
2. The original letter of reciprocity will only be accepted directly from the applicant's sponsor. **No faxes or hand delivery will be accepted.**
3. The applicant will provide a copy of his or her current State Registration.

Insurance Requirements

1. Each contractor will provide a current General Liability Certificate of Insurance with a minimum of \$300,000, with an aggregate of \$600,000, combined limits for Bodily Injury and Property Damage. The Certificate of Insurance will need to be issued to Santa Rosa County and must include a "Hold Harmless" clause.
2. The current Worker's Compensation Certificate of Insurance is also required. An exemption certificate from the State will also be accepted.
3. The current Santa Rosa County occupational license is required; however, the occupational license from the applicant's home office, if located elsewhere within the State of Florida, will be accepted.

*** NOTE: Any fees and/or minimum passing exam scores may be subject to change.**

Temporary/New Competency Cards

All new contractors who have just passed his/her Block and Associates Examination will be issued a “Temporary Competency Card”. At this time the contractor has not received his/her State License. During this transition, the Competency Board Secretary will assign the contractor with a “Temporary License Number”. This license number will be identified only with a “TTT” along with the first several numbers of his/her individual Social Security number (i.e., TTT0123456). When the contractor receives his final State License approval and is assigned a State License, the contractor is to provide the Competency Board Secretary with such documentation. The contractor will then be issued his/her final Competency Card with the correct license number replacing the temporary number.

Any contractor holding a “Temporary Competency Card” will not be allowed to pull any permits until such time as the final State License has been received and the final Competency Card is issued to the contractor.

Examination Categories

The Block and Associates Examination will be given to the following contractor categories for licensure in Santa Rosa County:

1. Building Categories
 - a. General Contractor
 - b. Building Contractor
 - c. Residential Contractor
2. Swimming Pool Contractor
 - a. Residential
 - b. Commercial
3. Demolition Contractor
4. Sign Contractor
 - a. Non-electrical
 - b. Electrical
5. Marine Contractor

6. Pollutant Storage Systems Contractor
7. Roofing Contractor
8. Master Gas Contractor
9. Class A Air Conditioning Contractor
10. Class B Air Conditioning Contractor
11. Master Mechanical Contractor
12. Master Electrical Contractor
13. Registered Alarm System Contractor I
14. Registered Alarm System Contractor II
16. Master Plumbing Contractor

Local competency cards cost \$100.00 and are issued biennially (renewable every second year).